

PODEP

DEPARTMENT OF THE ARMY
Pacific Ocean Division, Corps of ENGINEERS
Fort Shafter, Hawaii 96858-5440

PODR 690-1-21

Regulation
No. 690-1-21

13 March 1987

Civilian Personnel
INTERN PROGRAM

1. PURPOSE. To provide guidance for the DA Intern Program in POD.
2. APPLICABILITY. This regulation applies to Pacific Ocean Division Offices and Resident Offices on Oahu.
3. GENERAL. Each career program in POD represented by a DA Intern will have an Activity Career Program Manager (ACPM) designated. The ACPM will be a person (either Military or Civilian) who holds a responsible position at or near the top of his/her respective career field. In some cases the ACPM will also serve as the Intern's Supervisor and Advisor. Activity Career Program Managers for HQ POD/HED are designated as follows:
 - a. Engineers and Scientists Interns--Chief, Engineering Division.
 - b. Automatic Data Processing Interns--Chief, Information Management Office.
 - c. Contracting Interns--Chief, Contracting Division.
 - d. Comptroller Interns--Chief, Resource Management Office.
 - e. Public Affairs Interns--Chief, Public Affairs Office.
 - f. Equal Employment Interns--Chief, Equal Employment Opportunity Office.
4. RESPONSIBILITIES.
 - a. ACPM will:
 - 1) Act as an advisor, or name an appropriate advisor, to give career guidance and advice to interns individually or collectively. The ACPM will also serve as resource person for line supervisors to provide career program information to interns or directly provide career program information to interns.
 - 2) Designate a supervisor (see 4b below) for interns assigned to the Pacific Ocean Division.
 - 3) Monitor selection of interns in terms of qualifications and high potential to successfully complete the training program.
 - 4) Assist in determining annual intern resource needs.
 - 5) Approve IDPs/training plans for interns.

- 6) Approve performance standards for interns.
 - 7) Act as approving official on intern appraisals.
 - 8) Sponsor and conduct periodic intern conferences. At these meetings interns can share experiences, and the status and direction of the intern program can be presented and discussed.
 - 9) Monitor management of interns by supervisors and ensure compliance with IDPs.
 - 10) Monitor the intern's OJT to ensure that performance requirements are met before completion of internship and certify interns for promotion and graduation.
- b. Supervisor will:
- 1) Develop IDPs/training plans for interns.
 - 2) Develop intern performance standards.
 - 3) Provide and oversee OJT training assignments as prescribed in the IDP and nominate interns for required formal training. OJT must be designed to provide the intern with assignments to assure progression to the full performance level.
 - 4) Serve as the intern's primary source of career program information. This will include counseling the intern about the career field, the evaluation system and the intern training program.
 - 5) Evaluate intern performance, counsel interns on the quality of their performance, and record intern performance on appraisals.
 - 6) Consult with the ACPM and recommend action to Civilian Personnel Office, Hawaii (CPOH) if an intern is not progressing satisfactorily.
- c. Staff Personnel (PODEP) will:
- 1) Act as program manager for DA Intern resources. This will include planning for and approving the use of central funds, coordinating with the comptroller in funds administration, and planning and budgeting for intake and budgeting for the training of DA Interns.
 - 2) Ensure that personnel actions for intern recruitment and promotions are submitted to CPOH in a timely manner.
 - 3) Assist CPOH in the placement of excess DA interns.
 - 4) With CPOH, supervisor/advisor, counsel interns about the career field, progression patterns, mobility and placement.

13 Mar 87

PODR 690-1-21

- d. CPOH will:
- 1) Use all available recruitment sources effectively, including those to support affirmative action goals.
 - 2) Carry out intern placement follow-up procedures with ACPMs.
 - 3) Train supervisors, ACPMs, and interns in their responsibilities for the intern program.
 - 4) Ensure that all intern personnel documents (including SF-50) reflect the proper career program codes, and that these codes are accurately entered into the Special Employment Program data system per reporting requirements.
 - 5) Distribute materials on intern management received through command channels in coordination with ACPMs.
 - 6) Ensure that interns are trained according to their training plans. Monitor the quality of training being given by intern supervisors, give proper recognition to outstanding efforts, and correct those that are ineffective.
 - 7) Ensure communication with interns concerning the requirements, responsibilities, policies, and expectations of the intern program.

FOR THE COMMANDER:


ARLOF D. HEWSON
Chief, Information Management Office

Distribution: (List 87-1)
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